

**Seeding Pre-Work Checklist**  
**PRE-WORK SHEET FOR PROJECT MANAGERS**

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**Use this check list in conjunction with Part IV of the KDOT Construction Manual**

- 1 Proposal Received?
- 2 Review Proposal and Specifications, highlight important facts. Know proposal and Specifications well to answers be able to find quickly and accurately.
- 3 Have any items been noted that need addressed during the pre-con meeting?
- 4 Is the contract on CMS?
- 5 Review materials report, check line items for correct material codes and delete unnecessary items
- 6 Is the contract downloaded on project manager's laptop?
- 7 Create All Field Books
  - Use the documentation manual online
- 8 Make personnel assignments for job
- 9 Are all Subcontractors approved for this project?
- 10 Has the drill been calibrated
  - Recommend using at least a half mile to calibrate the drill
- 11 Form 219 For storm water pollution been filled out and submitted
- 12 If the fertilizer is in bulk do they have a custom blenders license?
- 13 Is there a copy of the seed vendors certification and Kansas seed law business registration license from the contractor.
- 14 Know the correct seed, mulch and fertilizer rates
- 15 Does the contractor agree to measured areas or drill readings with a 5% deduction in area for mulch
- 16 Has the area to be seeded been changed?
  - Has the new area been measured, if not do so by approved methods
  - Notify contractor of changes in quantities

## Seeding Construction Checklist

### "DAILY FIELD DATA"

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**Use this check list in conjunction with Part IV of the KDOT Construction Manual**

#### **Daily Diary Items**

- 1 Record reason for **NOT** charging a working day.
- 2 Record what work is being done by contractor or sub-contractor.
- 3 Record weather and site conditions.
- 4 Record controlling Item of Work.
- 5 Record equipment and Personnel listed.
- 6 Record length and cause of delays.
- 7 Record disputed items. (Not a place for personal opinions)
- 8 Record all visitors on site and their purpose (Area Engineer, District Engineer, City or County Engineer, Topeka Personal/Representatives, etc)
- 9 Record daily pay quantities for items

#### **Fertilizer**

- 10 Review the fertilizer ticket with weight and blending percentages and make sure there is enough to meet the required rates
- 11 Record fertilizer placement locations and amounts
- 12 If permanent seeding into temporary or temporary and permanent seeding at the same time, contact Environmental Services Section to check if adjustments to fertilizer rates are required.

#### **Seeding**

- 13 Is the seed bed properly prepared for type of seed required?
- 14 Has the drill been calibrated before the project?
- 15 Are the seed sacks tagged correctly with PLS for each seed, % of seed in bags
- 16 Are the PLS rates on certs what is required by plan? If not adjust the seed rates accordingly
- 17 Record the amount of seed used with PLS calculations
- 18 Are correct mixes placed at correct locations (Shoulder, turf mix, etc.)
- 19 If Wildflower and Tall Drop Seed are required, apply each separately from other seeds due to the depth of required seed placement. Do not mix these with other seeds
- 20 Record beginning and ending drill readings
- 21 If a separate culti-packer is not use, us a seed drill with press wheels
- 22 When seed steep slopes make sure that seed is not sliding to one side of the drill box
- 23 If temporary seed is established, permanent seed using a no-till drill.
- 24 If permanent seeding into temporary or temporary and permanent seeding at the same time, contact Environmental Services Section to check if adjustments to seed rates are required.

#### **Mulch**

- 25 Record whether permanent or temporary mulch
- 26 Record mulch received and used
- 27 Record the bales arrive with tags showing weed free
- 28 Measure area or use drill readings minus 5% for pay
- 29 If permanent seeding into temporary, mulch may not be required

## Seeding Construction Checklist

### "Finaling"

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- 1 Print "Material Report Final" from CMS (both "acceptance" and "non-acceptance" reports).
- 2 Are all the "Primary Material Codes" correct at this point. If not, it would be best at this point to simply make the incorrect ones a "substitute" instead of trying to correct them completely by transferring materials off and then back.
- 3 Are all dates entered in CMS? (Work Completed, Acceptance, etc)
- 4 Make any necessary material re-assignments.
- 5 Prepare deviation report as per "District Policy".
- 6 All change orders completed, sent to contractor and approved by Director
- 7 All sample identifications completed (SID's)
- 8 Final contract material report zeroed
- 9 Are conversion factors needed? If so, apply the appropriate conversion factors.
- 10 Final estimate sent to contractor
- 11 Finals and proper forms sent to District